

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Sewage Series

SEWAGE LIFT STATION SUPERINTENDENT

09/95(SAC)

Summary

Under direction, supervise and coordinate sewage lift stations operation and maintenance.

Typical Duties

Plan, organize, direct and review sewage lift stations operations and projects such as installation, maintenance, repair and expansion of facilities and equipment. Involves: conferring with engineers and contractors regarding new construction and improvements to existing lift stations; developing methods and sequence of operations to facilitate additions, deletions and modifications to the system; overseeing maintenance and repair of buildings, hydraulic pumps, valves, drive lines, pipe work, odor control units, sewage meters, automatic controls, electric switch gear and related equipment.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development and maintaining records of operator certification and training; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices and complying with and enforcing health and cleanliness policies; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related administrative and other duties as required. Involves: responding to emergencies and determining remedial action; performing any duties of subordinates or coworkers, if necessary, to maintain continuity of operations during temporary absences; purchasing diesel fuel and maintenance and monitoring of storage facilities; preparing division budget and monitoring expenditures; maintaining records and preparing reports.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent, supplemented by six years experience in the operation and maintenance of pumps, motors and related equipment, including four years at the Maintenance Mechanic II level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: maintenance of City's sewage systems, including lift station equipment; operation and repair of pumps and motors; federal and state rules and regulations relating to sewage system operations; chemicals and materials used in sewage systems occupational hazards and safety precautions. Good knowledge of: supervisory techniques.

Ability to: impartially and fairly exercise supervisory authority; plan and assign work schedules; plan, develop and implement maintenance programs; establish and maintain effective working relationships with fellow employees, officials, and the public; maintain records and prepare reports.

Physical Requirements: frequent exposure to noxious fumes.

Licenses and Certificates: Texas Class "C" Driver's License; must obtain Texas Class "C" Wastewater or Class "II" Collection Certificate of Competency within one year of appointment.

Special Requirements: subject to recall during non-working hours.

Director of Personnel

Department Head